

CHAPTER 5

PUBLIC PAYMENTS

Payment Procedures for School-Generated Checks, Student Repayments, and Reconciliations

This chapter is for all public universities and community and technical colleges. All in-state public schools are expected to generate their own checks or deposits to individual student accounts for SNG recipients.

Electronic Cash Request Forms must be submitted to the HECB through the Signature-less Document Submission feature. This is covered by the Institutional Agreement to Participate and institutional control of access to the password-protected Website.

MONTHLY CASH REQUESTS

Schools must submit a monthly Cash Request Form, regardless of whether funds are needed. The amount of monies requested must be disbursed to students within 30 days of receiving the fund. Funds will be delivered within two weeks of receiving the request. All cash requests must be submitted to the HECB through the signature-less document submission feature of the password-protected website. The Cash Request Form is available for download on the password-protected Website, under the SNG “Memos/Forms” link. The aid director at each school must monitor which institutional staff have permission to submit cash requests

Each institution is expected to utilize all initial funds by mid-June of each year. Any funds not disbursed are to be returned to the HECB prior to June 30.

Deobligations and Supplemental Requests

Deobligations and supplemental dollar request will be solicited throughout the year based on data submitted in interim reports. An actual deobligation/supplemental survey is conducted in March. Deobligations reported by February will not affect an institution’s following year reserve amount.

DISBURSEMENT PROCEDURES

The institution may disburse SNG funds by either providing the student with a direct payment or by crediting the student's account. Public institutions are expected to follow the same policy to disburse federal aid and the SNG.

Enrollment

Disbursements may be made only after the school confirms enrollment. Awards must be consistent with enrollment status at the time of disbursement.

Conditions of Award Statements

Prior to disbursement, the institution must inform the SNG recipient of his or her responsibilities to the program through a "Conditions of Award" statement. A template for the statement may be found in this chapter, as well as on the HECB secure Website under the SNG "Memos/Forms" link.

The statement must be annually presented or delivered to the student through paper or electronic means. The conditions of award statement does not need to be signed by the student as long as the school can provide assurances to the HECB that the terms of the SNG award were presented to the student. It is the school's responsibility to maintain documentation that the conditions were presented to the student.

Power of Attorney Disbursements

A student whose off-campus program precludes his or her return to the institution for disbursement must assign Power of Attorney to a responsible person to receive SNG payments on his or her behalf. A copy of the Power of Attorney documentation must be kept in the student's file.

REPAYMENT AS A RESULT OF WITHDRAWAL

Repayment is a student responsibility. If a grant recipient leaves school during an academic term in which he or she receives a SNG, the student is required to repay SNG funds according to the institution's HECB-approved repayment policy.

Institutional Responsibility

The school is responsible for notifying students if they are in repayment. In conducting the collection, the school shall follow the same procedure it uses for collecting repayment of other grant funds such as Pell or SEOG.

"In Repayment" Designation

Students in repayment must have Repayment Status marked "Y" on the served student's detail record of the Interim Report.

Uncollectibles

An "uncollectible" account shall be turned over to the HECB. An account is, "uncollectible" when a student fails to make any repayment within 90 days of repayment notification. All

repayments of \$50 or more shall be referred to the HECB.

If 90 days expire with no response from the student, the institution shall forward the documented account to the HECB. The institution may hold the account if it continues active collection procedures or if a student is making payments.

All uncollectible accounts shall be referred to the HECB by the end of each academic year at the latest.

To refer an "uncollectible" account to the HECB, please use the Repayment Transmittal Form found at the end of this chapter.

Reaward or Return of Repayments

All SNG funds collected from student repayments may be reawarded to other SNG eligible students if repayments are received in the same fiscal year as disbursed. Any monies the HECB collects beginning in May go into supplemental funds instead of individual school funds. Funds collected after the close of the fiscal year must be returned to the HECB. The return of funds shall be accompanied by a list indicating the student's name, social security number, term and year in which the repayment was incurred, amount of the payment transmitted with this notice, and the outstanding balance.

Temporary Repayment Accounts

Temporary SNG Repayment Accounts (\$1.00 accounts) are created on the HECB system after accumulating students in repayment status on the SNG Interim Reports. Served students that are in repayment are flagged with a "Y" in the repayment field. These accounts are created to place students on the archive before an actual repayment transmittal is forwarded to the HECB, thereby preventing students in repayment status from receiving aid at another school.

If the student repays the obligation to the school, it is the school's responsibility to inform the HECB. If the school does not notify the HECB, then the \$1.00 repayment account will continue to appear on the archive and the student will be ineligible for further SNG disbursements.

Repayments of less than \$50 shall not be referred to the HECB.

**TRANSFER
STUDENTS**

Students who have received the SNG award at one school are eligible to receive transfer funds at the school to which they are transferring if the transfer is completed within the same academic year. Transfer funds may be requested on behalf of the transferring student by the receiving school by submitting a Transfer Fund Request Form.

If a HECB generated warrant is received from the sending school, it must be returned to the HECB, not disbursed to the student.

For additional information on transfer funds, please refer to the Transfer Student chapter.

**SPECIAL
PROGRAM:
TRIO GRANT**

Students recognized as graduates of a TRIO program are eligible for special awards during the regular nine-month academic year.

To request TRIO funds, public institutions must submit a roster of recipients. This list must provide:

- Student name.
- Social security number.
- The amount of the term award.
- Term code.
- Enrollment status.
- An indicator for supplemental awards.

For additional information, please refer to the chapter on TRIO/GEAR UP.

**RECONCILIATION
OF RECORDS**

SNG records must be reconciled at year end. For reconciliation, the institution must submit a data report detailing each student's receipt of aid on a term-by-term basis. The reconciliation record layout is the same as the one used for the quarterly Interim Reports. The reporting details may be found at the end of the Reporting Requirements chapter.

Deadlines

The year-end Reconciliation of Records report and any unexpended funds must be received by the HECB no later than July 9, 2007. This reconciliation deadline is necessary for the HECB to generate the final Archive Report for the following year.

WASHINGTON STATE NEED GRANT (SNG) PROGRAM CONDITIONS OF AWARD

You are being considered for a Washington SNG. If you receive this grant, there are five special conditions, listed below, with which you must comply. If you have questions or find that you cannot comply with these conditions, please see the Financial Aid Administrator (FAA) at the institution you are attending.

1. You do not owe a refund or repayment on a SNG, a Pell Grant, or a Supplemental Education Opportunity Grant, nor are you in default on a loan made, insured, or guaranteed under the Perkins, National Direct, or Federal Family Education Loan programs. In addition, you are not in default on a loan made through a state conditional loan or conditional scholarship program.
2. This grant is awarded to assist in meeting your educational expenses. Should you withdraw from classes, repayment of all or part of the grant may be required.
3. You may choose to voluntarily make financial contributions to the Higher Education Coordinating (HECB) in recognition of this **SNG**. All voluntary contributions will be used to provide financial assistance to other students.
4. The offer of a **SNG** is subject to, and conditioned upon, the availability of funds. The Higher Education Coordinating HECB and the institution through which the grant is awarded reserve the right to withdraw, reduce, or modify the grant due to funding limitations or due to changes in circumstances which affect your eligibility for the **SNG**.
5. You are not pursuing a degree in theology.

**WASHINGTON STATE NEED GRANT PROGRAM
PUBLIC INSTITUTIONS ONLY
CASH REQUEST FORM
FY 2006 – 2007**

Institution Name: _____ Code: _____

1) REGULAR SNG "CASH ON HAND":

A. Total SNG dollars received to date (a-b).....	\$0.00
(a) Regular SNG _____	\$0.00
(b) Cash refunds (if applicable) _____	\$0.00
B. Expenditures to date.....	\$0.00
C. Cash on hand (A - B).....	\$0.00

2) LESS THAN 1/2 TIME PILOT "CASH ON HAND":

A. <i>Less than 1/2 Time</i> dollars received to date (a-b).....	\$0.00
(a) <i>Less than 1/2 Time</i> , SNG _____	\$0.00
(b) Cash refunds (if applicable) _____	\$0.00
B. <i>Less than 1/2 Time</i> expenditures to date.....	\$0.00
C. <i>Less than 1/2 Time</i> cash on hand (A - B).....	\$0.00

3) REQUEST FOR FUNDS:

<i>A. Total amount of funds being requested this date from institutional, <u>Regular SNG</u> allocation.....</i>	<i>\$0.00</i>
<i>B. Total amount of funds being requested this date from institutional, <u>Less than 1/2 Time</u> allocation.....</i>	<i>\$0.00</i>
C. TOTAL FUNDS REQUESTED.....	\$0.00

4) _____
Name and Title of Preparer _____ Date _____

Telephone Number (Including Area Code) _____

TRANSMIT REQUEST THROUGH SIGNATURE-LESS DOCUMENT SUBMISSION:
<https://fortress.wa.gov/hecb/secure/login.asp>

State Need Grant : Public Cash Request File
Higher Education Coordinating Board
PO Box 43430
Olympia WA 98504-3430
Telephone: (360) 753-7848 FAX: (360) 704-6205

**WASHINGTON STATE NEED GRANT PROGRAM
REPAYMENT TRANSMITTAL FORM**

PUBLIC INSTITUTION

Institution Name: _____ **Code:** _____

Our institution has tried unsuccessfully to contact and receive payment from the following student. The account is considered delinquent, and we are forwarding the account to the Higher Education Coordinating Board for further collection efforts.

Student's Name: _____

Social Security Number: _____

Last Known Address: _____

Phone Number: _____

Parent's Information: _____

Address: _____

Phone Number: _____

Repayment Information:

Fiscal Year: _____ 20 _____ - 20 _____

Term: _____

Orig Enroll. Status: _____

Amount Owed: _____

Date Student Notified In Writing of This Repayment: _____

(Please retain copies of these records in student's file)

Reason Student Was Placed In Repayment: _____

Name and Title of Preparer

Date

WASHINGTON STATE NEED GRANT PROGRAM
ARCHIVE CHECK REPORT

***** INCLUDES ASSOCIATE DEGREE DATA *****

RECORD FORMAT

In this **SNG Archive** file, records are listed in alphabetical order by student's last name. File format is ASCII text. Each record is 52 characters in length and is terminated by a carriage return/line feed. Each record layout is as follows:

FIELD NAME	NOTES/COMMENTS
Student Social Security #	Numeric, nine digits, no hyphens
Student LAST Name	Alpha, left justified, blank filled to right
Student FIRST Name	Alpha, left justified, blank filled to right
Student MIDDLE INITIAL	Alpha, may be blank
Institution Code Last school where student received SNG	Numeric, four digits
Repayment Flag If code = 1, student is in repayment	Will be 1 or blank, no alpha
Maximum SNG Flag If code = 2, student received max (15 qtrs) award	Will be 2 or blank, no alpha
Eligibility Flag If code = 3, student < 3 years of eligibility remaining	Will be 3 or blank, no alpha
Quarter Equivalent Remaining (QER) If 4.5 QER, it will appear as 0450 Blank for students in repayment status and/or students has received maximum terms of SNG	Numeric, leading zeros
Associate Degree Code If code = 4, student received AA with SNG funds	Will be 4 or blank, no alpha
Fiscal Year Fiscal year that student becomes eligible for SNG while pursuing 2 nd associate degree	Numeric, four digit fiscal year
Term Term that student becomes eligible for SNG funds while enrolled in a 2 nd associate degree program	Alpha or numeric F=Fall, W=Winter, S=Spring 1=Summer, first term of fiscal year 2=Summer, last term of fiscal year

SAMPLE VIEW of DOWNLOADED FILE

555982001	MONEY	OWEN	U20401	
333447788	GRANT	NITA	B4320	2
444667789	DONE	ALMOST	2030	30300
111223333	GRATEFUL	WILL	B1020	42005F

DATA REPRESENTS:

Ineligible student, in repayment status
Ineligible, Maximum 15 quarters received
Three quarters eligibility remaining
AA Degree, Ineligible for SNG until Fall 2005

WASHINGTON STATE NEED GRANT PROGRAM ARCHIVE CHECK REPORT

***** EXCLUDES AA DEGREE DATA *****

RECORD LAYOUT AND FORMAT

In this **SNG Archive** file, records are listed in alphabetical order by student's last name. File format is ASCII text. Each record is 46 characters in length and is terminated by a carriage return/line feed. Each record layout is as follows:

FIELD NAME	COLUMNS	NOTES/COMMENTS
Student Social Security #	1 - 9	Numeric, nine digits, no hyphens
Student LAST Name	10 - 24	Alpha, left justified, blank filled to right
Student FIRST Name	25 - 34	Alpha, left justified, blank filled to right
Student MIDDLE INITIAL	35	Alpha, maybe blank
Institution Code Last school where student received SNG	36-39	Numeric, four digits
Repayment Flag If code = 1, student in repayment	40	Will be 1 or blank, no alpha
Maximum SNG Flag If code = 2, student received max award	41	Will be 2 or blank, no alpha
Eligibility Flag If code = 3, student < 3 yrs of eligibility remaining	42	Will be 3 or blank, no alpha
Quarter Equivalent Remaining (QER) If 4.5 QER, it will appear as 0450 Blank for students in repayment status and/or for students who received maximum terms of SNG	43 - 46	Numeric, leading zeros or blank

SAMPLE FORMAT

111223333	GRATEFUL	WILL	B1020	30300	3 quarter equivalent remaining (QER)
333447788	GRANT	NITA	B4320	2	Maximum 15 quarters received
555982001	MONEY	OWEN	U20401		Ineligible, in repayment status